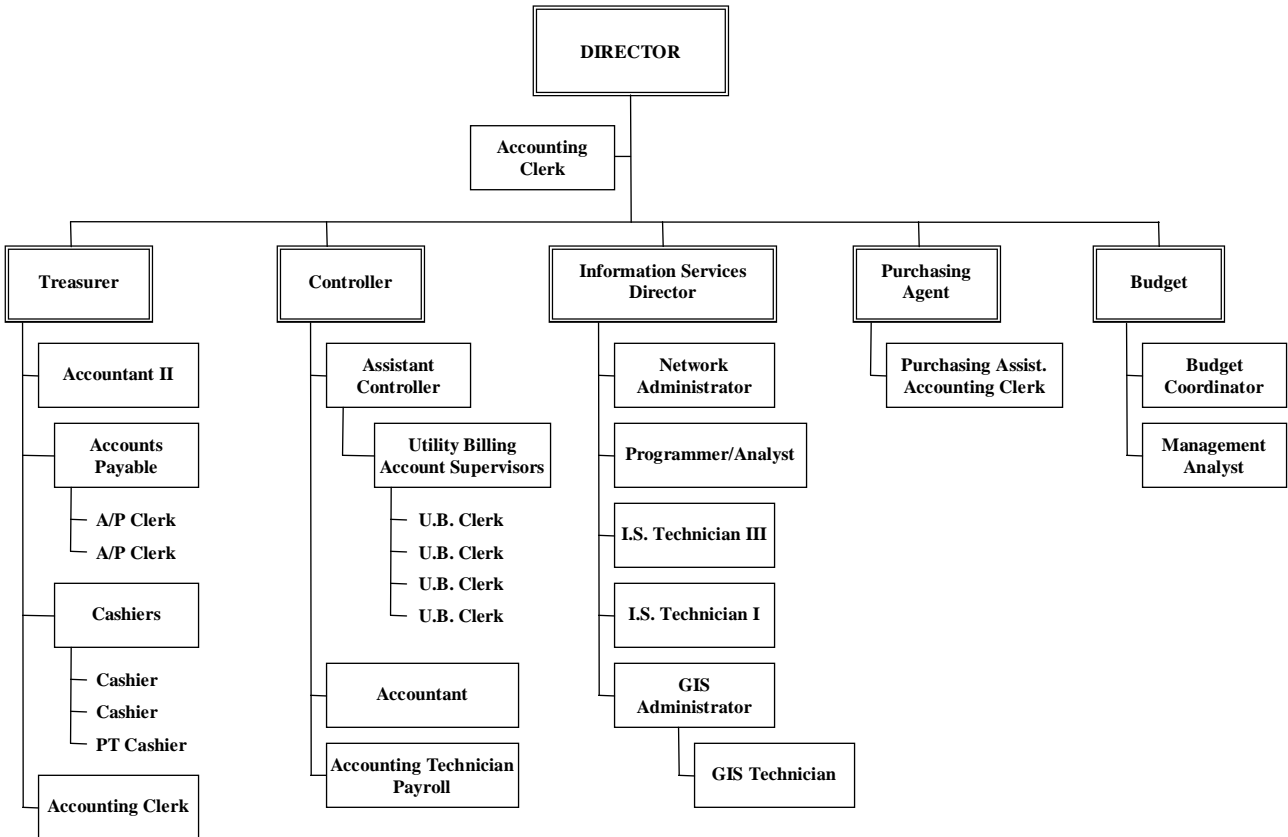


Department Organization

Finance & Information Services

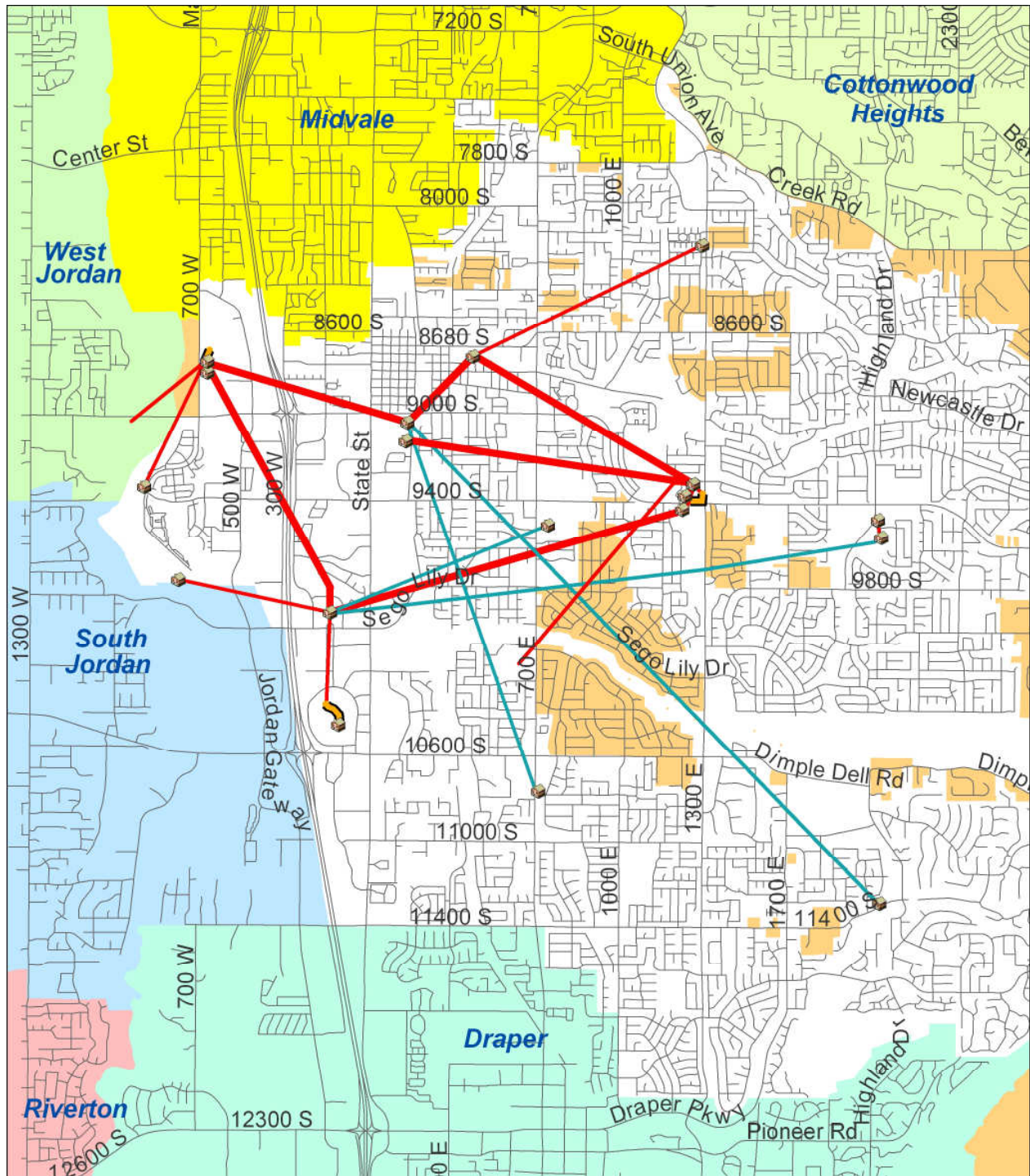


Department Description

The Finance & Information Services department has the responsibility of acting as the gatekeeper for the city. The department provides budget, purchasing, accounting, utility billing, and funding direction for the city.

Department Mission

The mission of the Finance & Information Services department is to provide information and support services for city administration, operating departments, and citizens in accordance with applicable requirements and regulations.



Legend

- T-1
- Wireless 10
- Fiber
- Wireless 18

Information Systems Wide Area Network

0 0.5 1
Miles

Produced by Sandy City GIS
Ray Montgomery, GIS Administrator
April 14, 2009

Policies & Objectives

Finance & Information Services Administration

- Maintain AA+ bond rating.
- Maintain adequate fund balance / working capital reserves for each fund.
- Maintain a high debt payoff ratio (65% or more of principal in 10 years).

Five-year Accomplishments

- Maintained AA+ bond rating.
- Increased general fund balance reserve from 8.4% of estimated revenues to 11.5% of estimated revenues.
- Recently refunded 2002 storm water and golf course bonds for a present value savings of \$205,000.

Significant Budget Issues

- 1** **Executive Secretary** - This position which was unfunded last year due to budget cuts is being eliminated from the staffing plan.

Budget Information

Department 170	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
Financing Sources:					
General Taxes & Revenue	\$ 193,407	\$ 144,707	\$ 171,894	\$ 140,529	\$ 92,259
Administrative Charges					
31415 Information Services	79,080	95,711	100,352	119,168	152,401
Total Financing Sources	\$ 272,487	\$ 240,418	\$ 272,246	\$ 259,697	\$ 244,660
Financing Uses:					
411111 Regular Pay	\$ 181,100	\$ 171,960	\$ 169,343	\$ 163,752	\$ 154,362
411211 Variable Benefits	36,341	34,238	34,495	33,059	30,856
411213 Fixed Benefits	11,444	11,909	17,121	20,043	15,314
411214 Retiree Health Benefit	5,335	1,940	1,940	2,967	2,967
41132 Mileage Reimbursement	-	-	29	200	200
41135 Phone Allowance	354	482	482	-	-
4121 Books, Sub. & Memberships	1,249	1,263	1,562	1,500	1,500
41231 Travel	-	752	-	2,500	2,500
41232 Meetings	611	496	1,642	500	500
41234 Education	1,500	2,345	2,902	2,500	2,500
41235 Training	-	-	-	500	500
412400 Office Supplies	3,833	1,106	3,139	3,600	3,600
412440 Computer Supplies	-	-	-	285	285
412490 Miscellaneous Supplies	124	1,346	561	300	300
412511 Equipment O & M	648	4,819	338	300	300
412611 Telephone	956	963	1,108	1,247	1,606
414111 IS Charges	28,992	6,799	37,584	20,674	21,600
4174 Equipment	-	-	-	5,770	5,770
Total Financing Uses	\$ 272,487	\$ 240,418	\$ 272,246	\$ 259,697	\$ 244,660

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
Appointed - Category 1:					
Director	\$ 2,937.60	\$ 4,870.40	1.00	1.00	1.00
Regular:					
Executive Secretary	\$ 1,110.40	\$ 1,841.60	1.00	1.00	0.00
Accounting Clerk	\$ 896.80	\$ 1,487.20	1.00	1.00	1.00
Total FTEs			3.00	3.00	2.00

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ACCOUNTING

- Ensure compliance with the State Fiscal Procedures Act in order to receive an unqualified opinion from independent auditors.
- Earn the Government Finance Officers Association (GFOA) Excellence in Financial Reporting Award.
- Prepare and distribute a monthly budget report on or before the tenth day of each month.

ACCOUNTS PAYABLE

- Ensure all payments comply with current city policy.
- Train departments on accounts payable, purchasing, travel, and city credit card policy.
- Pay 95% of all invoices on time.

PAYROLL

- Process payroll and associated payroll liabilities in an accurate and timely manner.
- Submit accurate quarterly and annual payroll returns by state and federal due dates.

RECEPTION & PBX

- Answer main city lines within three rings.
- Greet the public and provide information in a knowledgeable and courteous manner.

TREASURY

- Train departments on proper cash procedures.
- Ensure compliance with the State Money Management Act.
- Promote a variety of efficient payment options for city customers.
- Implement electronic deposits to improve processing efficiency and cash flow.

UTILITY BILLING

- Process all utility bills within three days after the meter read date.
- Collect 99.95% of the amount billed (less than 0.05% write-off rate).

Five-year Accomplishments

- Received 23 consecutive Excellence in Financial Reporting Awards from the GFOA.
- Converted monthly budget report into electronic format.
- Implemented new utility billing software to enhance customer service, improve billing efficiencies, and meet reporting requirements.
- Implemented eCARE, which allows customers to make online payments and retrieve account information.
- Integrated the accounting for the Sandy Arts Guild into the city's financial system without additional accounts payable, cashiering, or payroll personnel.
- Improved cashiering processes with the adoption of a new cashier policy which focuses on accountability and internal controls. Business license and ambulance payments are now processed in central cashiering, and new cash handling procedures have been implemented at River Oaks Golf Course.
- Implemented paperless utility bills, online payments, and autodraft services.
- Implemented online payments for court fines, amphitheater tickets, and dumpster fees.

Governmental accounting continues to increase in complexity as the public requires more accountability of the use of public funds. We anticipate ongoing training and changes to our current accounting processes in order to continue to comply with reporting requirements.

The city has been fortunate to obtain money for completion of capital projects to provide services to our citizens through federal grants and low-interest bonding. The use of federal grants and creative financing tools like special improvement districts and sales tax and revenue bonds also requires additional accounting and compliance with federal and state laws.

An increasing percentage of our citizenry is sophisticated in the use of technology. We have many requests to provide more of our services in an electronic environment. We continue to dedicate time and resources to meet these requests where possible.

The measures that follow allow us to monitor our performance on the policies and objectives stated above and on our use of funds allocated to the Financial Services division.

Measure (Fiscal Year)	2008	2009	2010	2011*	2012**
ACCOUNTING					
Monthly Budget Reports prepared:					
on time	11	12	11	12	12
1-3 days late	1	-	1	-	-
more than 3 days	-	-	-	-	-
ACCOUNTS PAYABLE					
Invoices processed annually	25,858	23,526	21,411	21,500	21,500
% of invoices paid on time	96.72%	96.60%	96.70%	96.60%	96.60%
PAYROLL					
Payroll checks processed annually	19,965	20,296	19,466	19,570	19,570
W-2's issued	1,100	1,101	1,022	1,030	1,030
TREASURY					
Cash receipts processed annually	357,826	334,301	291,802	295,893	296,000
UTILITY BILLING					
Number of Accounts by Utility:					
Water	27,763	25,015	24,941	25,000	25,100
Waste Collection	23,464	23,530	23,659	23,700	23,800
Storm Water	24,987	25,030	25,089	25,100	25,200
Street Lighting	140	60	14	0	0
Utility Billing Write-offs:					
Dollar Amount	\$12,725	\$23,953	\$47,184	\$30,000	\$25,000
% of Sales	0.049%	0.09%	0.18%	0.11%	0.09%
Number of Accounts	159	172	231	150	150

* Estimated based on actual data through April 2011.

** Targets for performance indicators and projections for workload indicators.

- 1 Cashier** - As part of a reorganization, two part-time cashier positions were converted into one full-time cashier position.

Budget Information

Department 1720	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
Financing Sources:					
General Taxes & Revenue	\$ 335,283	\$ 309,080	\$ 230,840	\$ 262,001	\$ 174,446
Administrative Charges					
31411 Redevelopment Agency	6,969	7,488	8,664	15,151	19,697
31412 Water	457,335	504,182	536,114	503,868	497,966
31413 Waste Collection	124,566	133,474	146,789	142,450	138,981
31414 Fleet Operations	40,137	44,945	51,268	58,727	85,006
31415 Information Services	60,948	54,748	55,849	58,636	114,881
31416 Storm Water	57,286	56,904	64,238	70,721	77,562
31417 Alta Canyon Sports Center	8,528	10,595	10,126	10,959	10,861
31418 Golf	4,198	4,508	5,354	5,644	6,121
31419 Sandy Arts Guild	595	573	508	638	490
314110 Recreation	1,913	2,079	2,168	2,507	2,450
314111 Risk Management	6,732	6,950	7,580	7,665	13,803
Total Financing Sources	\$ 1,104,490	\$ 1,135,526	\$ 1,119,498	\$ 1,138,967	\$ 1,142,264
Financing Uses:					
411111 Regular Pay	\$ 657,697	\$ 661,481	\$ 664,280	\$ 693,684	\$ 693,066
411121 Seasonal Pay	6,861	2,544	-	-	-
411211 Variable Benefits	141,072	140,382	141,739	147,327	145,695
411213 Fixed Benefits	86,588	100,435	111,395	130,074	132,829
411214 Retiree Health Benefit	3,502	2,547	3,806	4,018	7,411
41132 Mileage Reimbursement	1,098	1,511	1,312	1,500	1,500
4121 Books, Sub. & Memberships	2,292	2,312	2,169	2,000	2,000
41231 Travel	6,914	3,934	1,009	1,450	1,450
41232 Meetings	309	476	302	500	500
41235 Training	617	2,620	2,326	6,000	6,000
412400 Office Supplies	11,033	6,306	6,217	13,000	13,000
412440 Computer Supplies	6,268	12,353	3,423	1,244	1,244
412445 Billing Supplies	21,166	19,673	17,293	15,000	15,000
412490 Miscellaneous Supplies	787	-	-	-	-
412511 Equipment O & M	1,676	1,453	3,439	3,000	3,000
412611 Telephone	6,695	6,546	7,274	10,116	12,515
41379 Professional Services	4,045	3,727	3,956	4,000	4,000
414111 IS Charges	106,765	108,722	104,750	105,756	102,756
4173 Building Improvements	6,506	-	-	-	-
4174 Equipment	32,599	58,504	44,808	298	298
Total Financing Uses	\$ 1,104,490	\$ 1,135,526	\$ 1,119,498	\$ 1,138,967	\$ 1,142,264

Budget Information (cont.)
Finance Services

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
Appointed - Category 1:					
City Treasurer	\$ 2,128.00	\$ 3,528.00	1.00	1.00	1.00
Regular:					
Controller	\$ 1,982.40	\$ 3,286.40	1.00	1.00	1.00
Assistant Controller	\$ 1,846.40	\$ 3,060.80	1.00	1.00	1.00
Accountant II	\$ 1,619.20	\$ 2,684.00	0.00	1.00	1.00
Accountant	\$ 1,347.20	\$ 2,234.40	2.00	1.00	1.00
Accounting Technician	\$ 1,278.40	\$ 2,119.20	1.00	1.00	1.00
Accounts Payable Specialist	\$ 1,035.20	\$ 1,716.00	2.00	2.00	2.00
Utility Billing Account Supervisor	\$ 896.80	\$ 1,487.20	4.00	4.00	4.00
Accounting Clerk	\$ 896.80	\$ 1,487.20	1.00	1.00	1.00
Cashier	\$ 896.80	\$ 1,487.20	1.00	1.00	2.00
Part-time:					
Cashier	\$ 11.21	\$ 18.59	2.25	2.25	1.25
Seasonal:					
Intern	\$ 9.43	\$ 15.08	0.00	0.00	0.00
Total FTEs			16.25	16.25	16.25

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Fee Information	2008 Approved	2009 Approved	2010 Approved	2011 Approved	2012 Approved
3116 Innkeeper Fee - per Ordinance	1.5%	1.5%	1.5%	1.5%	1.5%
Late Payment Penalty (Innkeeper Fee)	N/A	N/A	N/A	5% of \$ Due	5% of \$ Due
31491 Sale of Maps, Copies & Information					
Audit	\$25	\$25	\$25	\$25	\$25
Budget Book	\$25	\$25	\$25	\$25	\$25
31611 Fees on Delinquent Accounts					
Annual Interest on Accounts	N/A	N/A	N/A	18%	18%
Receivable Balance.					
31699 Phone Payment Convenience Fee	N/A	N/A	\$3	\$3	\$3
3184 Collection Fees					
Non-Metered Accounts	Constable Fees	Constable Fees	Constable Fees	Constable Fees	Constable Fees
Returned ACH (Direct Debit)	N/A	N/A	\$20	\$20	\$20
Returned Checks					
Returned from Bank	\$25	\$25	\$25	\$25	\$25
Courts NSF	\$20	\$20	\$20	\$20	\$20
To Legal Department for Collection	\$40	\$40	\$40	\$40	\$40
Sundry Billings					
To Legal Department for Collection	\$175	\$175	\$175	\$175	\$175

BUDGET**Maintain and improve basic core municipal services**

Provide timely, relevant financial information to facilitate the City Administration and Council in making planning and policy decisions.

- Estimate revenues conservatively. Actual general fund revenue should exceed the budget by 1 to 3 percent.
- Provide needed information and advice during the budget process.
- Be fair when considering budget requests given city resources and priorities.

Communicate the final budget effectively to the public, media, city employees, auditors, bonding agencies, and other interested parties.

- Prepare a budget document that meets the criteria for the GFOA's Distinguished Budget Presentation Award.
- Make the final budget available in book form, on the city network, and on the internet within 15 working days after the start of the fiscal year or final adoption, whichever is later.

Serve as a valuable resource to city departments by providing the financial information and feedback necessary for the lawful and efficient operation of city government.

- Publish budget documents and reports that are accurate.
- Review monthly budget reports showing amendments and comparisons of year-to-date budget vs. actual figures.

PURCHASING**Maintain and improve basic core municipal services**

Procure high-quality services and supplies in a timely manner at a competitive price.

- Process requisitions daily.
- Process purchase orders daily.
- Support departments by answering questions and providing training.
- Promote the use of purchasing cards among city departments.

Promote an ethical environment in which vendors can fairly compete for city business.

- Monitor purchases for compliance with city ordinances and policies.
- Notify, when practical, all interested vendors of opportunities to bid.
- o Maintain the database of interested vendors and the commodities or services that they provide.

Five-year Accomplishments

BUDGET

- Received seven consecutive Distinguished Budget Presentation Awards from the Government Finance Officers Association (GFOA).

PURCHASING

- Implemented purchasing card program.
- Implemented online access to Invitations for Bid (IFB) and Requests for Proposal (RFP).

Performance Measures & Analysis

BUDGET**Revenue Forecasting**

Due to the recent economic downturn, general fund revenues have been lower than expected over the last three fiscal years. However, estimating revenues conservatively has been a priority throughout this period, and will continue to be going forward.

Budget Document

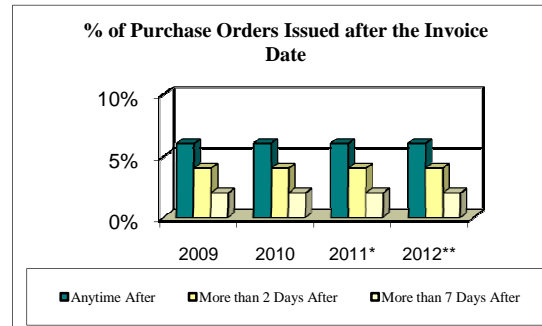
The past seven budget documents have received the Distinguished Budget Presentation Award from the GFOA.

Performance Measures & Analysis (cont.)

Budget Services

PURCHASING

Purchasing compliance continues to maintain as illustrated in the chart to the right. Department buyers have responded positively to maintaining issuing purchase orders according to policy. However, we need to work towards continuous improvement to meet the FY 2012 goal shown below.



Measure (Fiscal Year)	2008	2009	2010	2011*	2012**
BUDGET					
Accuracy Rate in Forecasting Revenue (actuals as + or - percent of forecast)					
General Fund	1.0%	-7.4%	-1.1%	-1.9%	2.0%
Recreation Fund	-4.4%	0.0%	1.6%	0.0%	1.0%
Storm Water Fund	-2.0%	3.1%	8.1%	0.0%	1.0%
Water Fund	10.4%	0.0%	-6.9%	0.0%	1.0%
Weekly Waste Collection Fund	2.7%	0.0%	1.0%	0.0%	1.0%
Golf Fund	2.7%	-6.4%	-6.1%	-3.3%	1.0%
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Yes
PURCHASING					
Number of Purchase Orders Issued after the Invoice Date					
Anytime After	6%	6%	6%	6%	6%
More than 2 Days After	4%	4%	4%	4%	4%
More than 7 Days After	2%	2%	2%	2%	2%
Number of Purchase Orders Issued					
Under \$1,000 - issued by the dept.	4,230	3,109	3,790	3,800	4,000
Under \$1,000 - issued by purchasing	1,301	2,142	1,159	1,350	1,200
Between \$1,000 and \$2,500	870	836	771	800	800
Over \$2,500	736	701	601	700	700
Number of Change Orders Processed	513	504	512	500	500

* Estimated based on actual data through April 2011.

** Targets for performance indicators and projections for workload indicators.

Significant Budget Issues**Budget Services**

No significant budget issues.

Budget Information

Department 1730	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
Financing Sources:					
General Taxes & Revenue	\$ 128,081	\$ 129,807	\$ 118,668	\$ 112,197	\$ 106,801
Administrative Charges					
31411 Redevelopment Agency	8,828	7,923	9,060	15,552	17,817
31412 Water	57,693	50,800	54,051	58,284	54,224
31413 Waste Collection	13,511	14,014	14,029	14,398	13,568
31414 Fleet Operations	19,643	21,571	22,827	19,888	28,974
31415 Information Services	9,868	10,344	10,106	11,074	15,735
31416 Storm Water	13,306	11,801	13,214	15,327	17,372
31417 Alta Canyon Sports Center	6,512	6,580	6,554	7,385	7,337
31418 Golf	5,328	3,987	5,174	5,070	4,706
31419 Sandy Arts Guild	680	491	484	667	409
314110 Recreation	1,777	1,834	2,129	2,380	1,765
314111 Risk Management	6,582	4,834	6,340	6,963	8,048
Total Financing Sources	\$ 271,809	\$ 263,986	\$ 262,636	\$ 269,185	\$ 276,756
Financing Uses:					
411111 Regular Pay	\$ 184,636	\$ 174,425	\$ 176,048	\$ 175,286	\$ 175,710
411211 Variable Benefits	39,742	37,235	37,815	36,976	37,234
411213 Fixed Benefits	30,504	30,548	29,724	31,861	36,373
411214 Retiree Health Benefit	-	-	-	-	1,564
41132 Mileage Reimbursement	42	11	25	50	50
4121 Books, Sub. & Memberships	765	765	805	350	350
41231 Travel	2,056	1,222	-	2,750	2,750
41232 Meetings	740	967	25	-	-
41235 Training	122	-	-	1,450	1,450
412400 Office Supplies	819	593	599	800	800
412490 Miscellaneous Supplies	181	-	-	-	-
412611 Telephone	1,009	1,323	1,493	1,685	2,159
414111 IS Charges	11,193	16,897	16,102	16,977	17,316
4174 Equipment	-	-	-	1,000	1,000
Total Financing Uses	\$ 271,809	\$ 263,986	\$ 262,636	\$ 269,185	\$ 276,756

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
Regular:					
Purchasing Agent	\$ 1,619.20	\$ 2,684.00	1.00	1.00	1.00
Budget Coordinator	\$ 1,619.20	\$ 2,684.00	1.00	1.00	1.00
Management Analyst	\$ 1,508.80	\$ 2,501.60	1.00	1.00	1.00
Part-time:					
Purchasing Assistant/Accounting Clerk	\$ 11.21	\$ 18.59	0.50	0.50	0.50
Total FTEs			3.50	3.50	3.50

Policies & Objectives

Fund 64 - Information Services

- The Information Services (IS) Division is an internal service fund and as such charges fees for each computer, telephone, or connection to the various data systems. The revenue collected from these fees is intended to cover both the full operating and long-term capital costs of the services provided. The objective is to meet the service needs of the city departments at the lowest possible fee.
- The services and equipment covered by the IS and telephone fees are detailed in an annual service level statement.
- The IS and telephone charges include a capital component that funds a capital plan based on the replacement values and useful lives of all capital equipment within the fund. The fee is adequate to replace all equipment at the assumed useful life while maintaining a positive fund balance through a fifteen-year period which is also the longest useful life of any piece of equipment. The IS fund balance fluctuates based on the timing of capital purchases. The assumptions used in the capital plan are adjusted annually. With the present state of the budget we have extended the useful life of non mission critical equipment.

Five-year Accomplishments

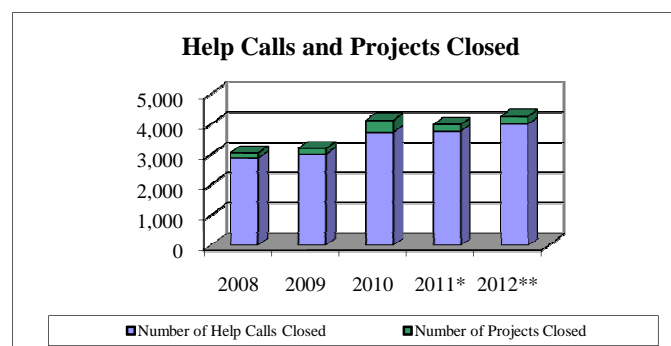
- Installed VMWare (Virtual Machine) to run on three servers reducing the number of physical servers by seven and allowing an increase in the number of servers without increasing hardware.
- Installed a (virtual) Terminal Server that allows the IS staff and authorized users to remotely access the network.
- Upgraded the utility billing software to the Harris "NorthStar" product running on a Windows server using an SQL database enabling online bill pay.
- Brought the web server and services in house.
- Changed the city's internet service provider to Comcast, reducing our monthly cost for internet service while increasing our bandwidth from a 1.4MB T-1 line to 8MB cable.
- Installed a wide area link to the public utilities operations building (150 East).
- Assisted in development tracking software implementation.
- We are currently evaluating the purchase of thin clients to replace PC purchases.

Performance Measures & Analysis

Measure (Fiscal Year)	2008	2009	2010	2011*	2012**
Workload Indicators					
Supported PC's and Printers	337	350	381	381	385
Number of Telephones	508	497	492	492	495
Number of Financial System Connections	686	674	798	799	800
Number of GroupWise Connections	493	509	502	502	502
Number of Court System Connections	26	26	26	26	26
Number of GIS System Connections	95	94	93	93	93
No. of Document Imaging Connections	110	170	170	170	170
Number of Help Calls Closed	2,880	3,000	3,723	3,756	4,000
Number of Projects Closed	166	190	403	229	250
Efficiency Indicators					
% of Help Calls Closed the Same Day	85.80%	88.90%	90.28%	92.49%	90.00%
% of Help Calls Open More than 1 Week	1.90%	1.61%	3.08%	2.66%	2.00%

* Estimated based on actual data through April 2011.

** Targets for performance indicators and projections for workload indicators.



Significant Budget Issues**Fund 64 - Information Services**

1 IS Technician II - Due to budget cuts, this position is being eliminated from the staffing plan.

Budget Information

Department 1724	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
Financing Sources:					
31491 Sale of Maps & Copies	\$ 181	\$ 52	\$ 39	\$ -	\$ -
3169 Sundry Revenue	69,364	-	-	-	-
318261 IS Charges	1,109,431	1,034,063	1,193,501	1,192,805	1,177,186
318262 Telephone Charges	156,110	162,443	188,133	172,783	230,876
318263 Thin Client Charges	-	-	-	-	9,900
3361 Interest Income	60,341	36,764	8,757	7,500	5,500
3392 Sale of Fixed Assets	7,284	4,897	4,180	4,000	4,000
Total Financing Sources	\$ 1,402,711	\$ 1,238,219	\$ 1,394,610	\$ 1,377,088	\$ 1,427,462
Financing Uses:					
411111 Regular Pay	\$ 467,746	\$ 468,966	\$ 485,782	\$ 488,965	\$ 445,313
411135 On Call Pay	5,442	5,489	3,641	5,475	5,475
411131 Overtime/Gap	459	1,289	700	-	-
411211 Variable Benefits	100,918	102,972	104,781	104,303	95,522
411213 Fixed Benefits	70,247	73,546	79,237	83,976	82,669
411214 Retiree Health Benefit	5,094	2,244	4,335	4,843	-
41132 Mileage Reimbursement	592	2,425	1,252	1,400	1,400
4121 Books, Sub. & Memberships	420	400	720	650	650
41231 Travel	8,681	1,695	-	1,760	1,760
41232 Meetings	50	-	-	-	-
41235 Training	801	1,162	-	3,319	3,319
412400 Office Supplies	683	621	627	1,000	1,000
412420 Postage	64	46	184	100	100
412440 Computer Supplies	4,494	5,168	2,452	6,894	6,894
412490 Miscellaneous Supplies	417	-	-	-	-
412511 Equipment O & M	12,847	10,655	3,827	16,739	16,739
412611 Telephone	2,083	1,840	2,016	1,400	1,400
41312 Data Communications	16,148	12,363	10,020	23,295	20,974
413130 Software Maintenance	153,692	156,669	182,552	214,981	214,341
41315 Voice Communications	28,763	31,365	20,878	24,714	24,714
41379 Professional Services	3,786	2,166	179	2,729	2,729
41401 Administrative Charges	179,277	202,664	218,975	247,546	363,243
4175 Software Licenses	5,194	-	-	-	-
4374 Capital Equipment	385,865	250,529	392,139	316,814	107,600
4375 Software Purchases	-	-	-	-	-
Total Financing Uses	1,453,763	1,334,274	1,514,297	1,550,903	1,395,842
Excess (Deficiency) of Financing Sources over Financing Uses	(51,052)	(96,055)	(119,687)	(173,815)	31,620
Accrual Adjustment	(3,493)	809	(23,448)	-	-
Balance - Beginning	1,498,552	1,444,007	1,348,761	1,205,626	1,031,811
Balance - Ending	\$ 1,444,007	\$ 1,348,761	\$ 1,205,626	\$ 1,031,811	\$ 1,063,431

Budget Information (cont.)
Fund 64 - Information Services

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
Appointed - Category 2:					
Information Services Director	\$ 2,453.60	\$ 4,067.20	1.00	1.00	1.00
Regular:					
Programmer / Analyst	\$ 1,846.40	\$ 3,060.80	1.00	1.00	1.00
GIS Administrator	\$ 1,619.20	\$ 2,684.00	1.00	1.00	1.00
Network Administrator	\$ 1,619.20	\$ 2,684.00	1.00	1.00	1.00
IS Technician III	\$ 1,347.20	\$ 2,234.40	1.00	1.00	1.00
IS Technician II	\$ 1,278.40	\$ 2,119.20	1.00	1.00	0.00
GIS Technician II	\$ 1,278.40	\$ 2,119.20	1.00	1.00	1.00
IS Technician I	\$ 1,110.40	\$ 1,841.60	1.00	1.00	1.00
Total FTEs			8.00	8.00	7.00

Fee Information	2008 Approved	2009 Approved	2010 Approved	2011 Approved	2012 Approved
31491 Sale of Maps, Copies & Information					
Custom Staff Work (including information requests, programming, maps, and database searches - charged per hr with a 1 hr minimum - printing or copying is charged separately)	\$88	\$90	\$95	\$95	\$95
Black and White Copies (per page + postage)					
8 1/2 x 11	\$0.16	\$0.17	\$0.18	\$0.18	\$0.18
8 1/2 x 14	\$0.16	\$0.17	\$0.18	\$0.18	\$0.18
11 x 17	\$0.33	\$0.35	\$0.37	\$0.37	\$0.37
Larger Sizes (per sq. ft.)	\$0.80	\$0.84	\$0.95	\$0.95	\$0.95
Color Copies and Printing (per page + postage)					
8 1/2 x 11	\$1.66	\$1.70	\$1.80	\$1.80	\$1.80
11 x 17	\$2.65	\$2.75	\$2.80	\$2.80	\$2.80
Larger Sizes (per sq. ft.)	\$3.50	\$3.70	\$3.90	\$3.90	\$3.90
Aerial Photography as TIF File (per quarter section + postage)	\$100	\$105	\$108	\$108	\$108
GIS Layers in Elect. Format / Layer	\$12	\$13	\$15	\$15	\$15
318261 IS Charges					
Cost per Harris Module Connection per Yr					
Operating	\$260.97	\$300.86	\$292.10	\$254.47	\$283.38
Capital	\$51.63	\$54.18	\$50.04	\$37.61	\$37.10
Cost per Court System Connection per Yr					
Operating	\$652.85	\$557.00	\$661.62	\$546.95	\$141.51
Capital	\$171.10	\$186.51	\$207.02	\$151.58	\$0.00
Cost per GIS System Connection per Yr					
Operating	\$1,088.42	\$1,380.36	\$1,499.37	\$1,510.61	\$983.77
Capital	\$127.41	\$118.52	\$132.66	\$98.17	\$82.04
Cost per GroupWise Connection per Yr					
Operating	\$22.47	\$20.11	\$25.57	\$27.89	\$34.24
Cost per Document Imaging Connection per Yr					
Operating	\$226.21	\$238.48	\$155.56	\$153.09	\$217.25
Capital	\$109.48	\$112.84	\$81.04	\$55.83	\$66.55
Cost per Network Connection per Yr					
Operating	\$1,715.52	\$1,806.87	\$1,671.01	\$1,598.02	\$1,656.74
Capital	\$163.14	\$175.81	\$175.81	\$142.72	\$126.30

Budget Information (cont.)
Fund 64 - Information Services

Fee Information	2008 Approved	2009 Approved	2010 Approved	2011 Approved	2012 Approved
EnerGov (Cost per EnerGov Connection)					
Operating	N/A	N/A	N/A	\$483.96	\$500.96
318262 Telephone Charges					
Cost per Telephone per Yr					
Operating	\$257.81	\$264.17	\$295.24	\$299.60	\$419.24
Capital	\$53.79	\$55.70	\$63.18	\$49.84	\$50.42

Capital Budget - Fund 641	2011 Budgeted	2012 Approved	2013 Planned	2014 Planned	2015 Planned
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64001 - General Equipment - The FY 2011 request includes equipment contingency for unscheduled adjustments to the capital plan.

\$ 182,238 \$ 52,200 \$ 60,700 \$ 60,700 \$ -

64002 - Financial Software - The city's financial software is scheduled to be replaced in FY 2015. All options will be thoroughly explored before the scheduled replacement date.

\$ - \$ - \$ - \$ - \$ 400,000

64003 - Citywide GIS - The GIS main plotter and aerial photo updates are scheduled for replacement in FY 2011, and the main aerial flyover is scheduled for FY 2013.

\$ 13,029 \$ 32,000 \$ - \$ - \$ -

64004 - Document Imaging System - This funding will purchase a new document imaging server.

\$ 7,500 \$ - \$ - \$ - \$ -

64005 - IT Projects - Police - This money was set aside by the police department through equipment management savings and is held in reserve for their computer equipment replacement.

\$ 2,120 \$ - \$ - \$ - \$ -

64012 - Telephone Switch - The telephone switch is scheduled for renewal in FY 2014.

\$ - \$ - \$ - \$ 300,000 \$ -

64013 - Development Tracking Software - This is software for the community development department that is funded by an increase in business license fees and building permits. The increased revenue is tracked separately in account 3169 (Sundry Revenue).

\$ 502 \$ - \$ - \$ - \$ -

64014 - Prosecution/Court Integration - This funds the final phase of a project that integrates the police, court, and prosecution databases in a way that maintains separate systems but prevents triple input and results in significant clerical savings.

\$ 26,655 \$ - \$ - \$ - \$ -

64015 - Accounting Software Server - Replacement of the server that runs the accounting software is scheduled for FY 2011.

\$ 30,000 \$ - \$ - \$ - \$ -

64018 - Uninterrupted Power Supply - The UPS batteries are scheduled for replacement at City Hall and various remote sites in FY 2011.

\$ 3,885 \$ - \$ - \$ - \$ -

64023 - Remote Servers - The Public Utilities server is scheduled for replacement in FY 2011.

\$ 418 \$ - \$ - \$ - \$ -

Budget Information (cont.)**Fund 64 - Information Services**

Capital Budget - Fund 641	2011 Budgeted	2012 Approved	2013 Planned	2014 Planned	2015 Planned
64024 - City Hall Website Design - This money was set aside to improve the city's website.	\$ 34,763	\$ -	\$ -	\$ -	\$ -
64025 - Wireless Network Radios - Replacement for the radios that transmit data across the wireless network is scheduled as needed.	\$ 1,204	\$ 13,500	\$ 43,200	\$ 43,200	\$ 43,200
64026 - Data Switches - The data switches for the outlying buildings are also scheduled for replacement in FY 2011 through FY 2014.	\$ 4,500	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
64031 - Senior Center Telephone System - This is for setting up a phone system at the Senior Center.	\$ 10,000	\$ -	\$ -	\$ -	\$ -
64914 - Thin Client - This amount will purchase the equipment for the new server based pc's.	\$ -	\$ 9,900	\$ -	\$ -	\$ -
Total Capital Budget	\$ 316,814	\$ 107,600	\$ 153,900	\$ 453,900	\$ 493,200

